

Appendix B

Appendix B contains a Master Document Map, Quick Reference Guides and other useful information for System Users.

Quick Reference Guide for LOCET Item K

Up to TEN LOCET Indicator Codes may be stored on any LOCET.

Record any code which applies to the LOCET. If no other code applies, the code which states, “No LOCET Indicator Code applies to this LOCET” must be selected.

Place the cursor over the “Description” portion of the display in Section K, press “Enter” on the keyboard. Highlight appropriate code, choose “Select from List.”

Do not type a number in the “Code” column. Do not type in the “Description” column.
Always use the selection process described above.

To Correct a LOCET Indicator Code “Backspace” over the entire description and number. Press “Enter” on your keyboard.

No need to make a notebook entry which states the same information as the indicator code. ~Do not omit the code and use the notebook instead.~

If the LOCET Assessment List Grid display shows “Closed” or “Not Met” for Imm Rsk, you must look at Section K for an IR code to determine Imm Rsk status.

The LOCET Assessment List Grid display is complete only for “Met” or “Pend(ing)” status of Imminent Risk.

The LOCET user must develop the habit of checking for LOCET Indicator Codes on all cases he / she is researching.

The IR Medical Deterioration review decision will not be shown on the LOCET Assessment List Grid display or on the LOCET Imminent Risk CAPs display. It will only be shown as a LOCET Indicator Code, Section K, of the LOCET.

Always thoroughly read each LOCET Indicator Code at the conclusion of a new LOCET and add the appropriate code. If none applies, select the code which states, “No Indicator Code Applies to this LOCET.”

Users cannot select Code 98. Do not erase code 98

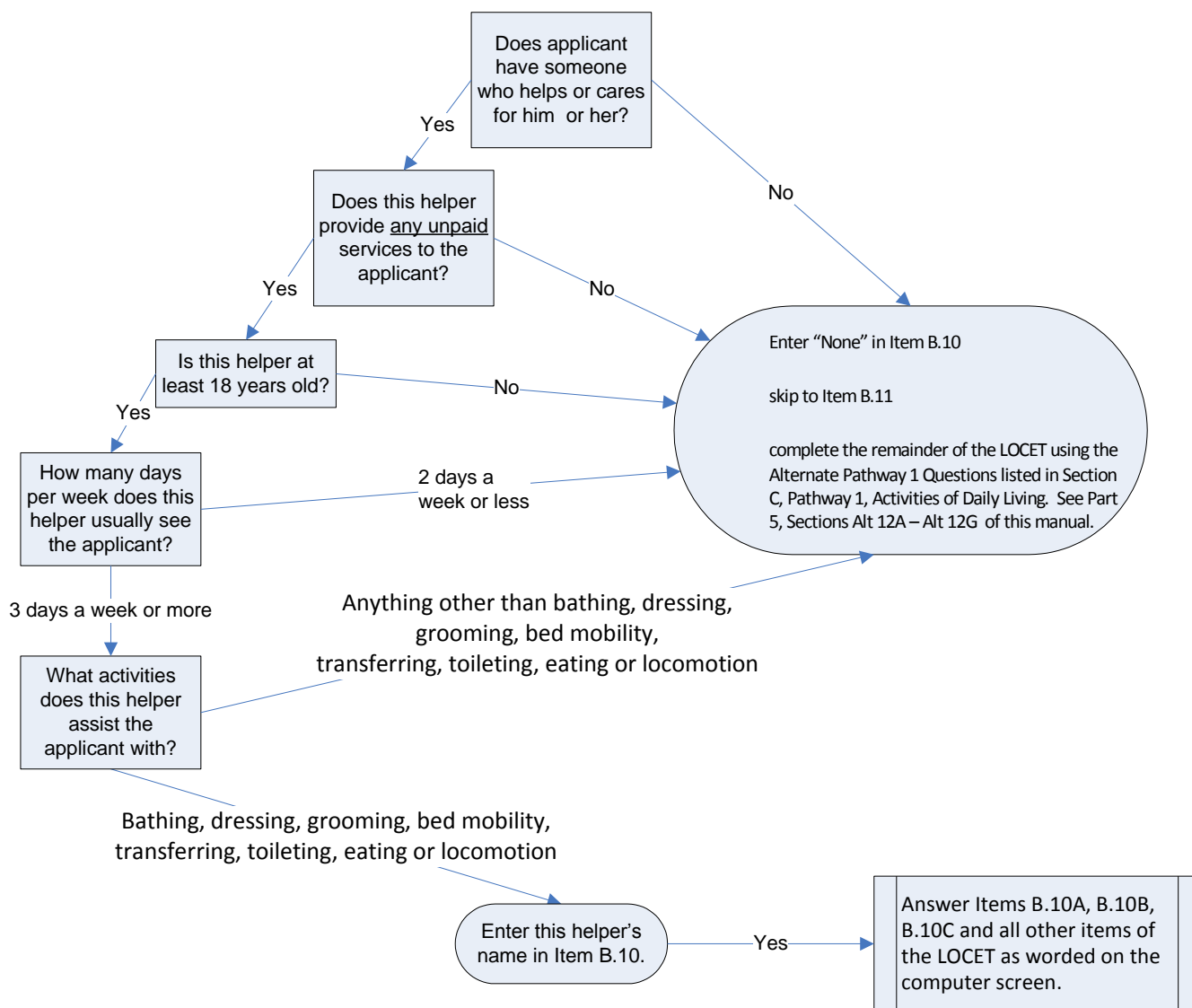
If you accidentally alter or erase code 98, you must notify your supervisor.

Every LOCET should have a LOCET Indicator Code.
~~~at least 98 or 99~~~~

## Tricky Situations Quick Reference Chart

| Situation                                                                                     | Remedy                                                                 | Be Sure to Check                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pending Medical Status will not go away even though my “signature appears in J19.E. or J.19F. | Complete all required fields on the LOCET                              | J19.G.2 “Date Form (SMS) received from applicant” must contain a date. The reasoning here is that Pending Medical Status cannot be removed until medical documentation is reviewed. If medical documentation was submitted other than a Statement of Medical Status (SMS), enter the date the medical documentation was received. |
| Completing a Client Face Sheet on a new applicant at the time a LOCET is done.                | Don’t ask unneeded items. They will be asked at the time of an MDS-HC. |                                                                                                                                                                                                                                                                                                                                   |

# Caregiver Drilldown Questions



## Symbols Used in Version 2.0 of LOCET User Manual for System Users

Several symbols are used in Version 2.0 of the LOCET User Manual for System Users. They are designed to help the reader find information quickly.

At this time they are used only for items which are new or items which are frequently overlooked.

← **Marginal Designator** See pages i and ii of the manual for further description and usage found in “A Note to Users of this Manual.”



See Appendix A for **Nursing Facility User Instructions** relative to subject matter explained on this page.

**Informational Alert** See pages i and ii of the manual for further description and usage found in “A Note to Users of this Manual.”



**Nursing Facility Information Indicator** Used to indicate items specifically used for input into the system which pertain to Nursing Facility LOCETs.



**Home and Community Based Programs (HCBS) Information Indicator** Used to indicate items specifically used for input into the system which pertain to HCBS LOCETs.



**LT-PCS Information Indicator** Used to indicate items specifically used for input into the system which pertain to LT-PCS LOCETs.



**PACE Information Indicator** Used to indicate items specifically used for input into the system which pertain to PACE LOCETs.



**Email Address Format Indicator** Used to indicate the need for specific format required for input of email addresses in the Client Face Sheet.



**Telephone Format Indicator** Used to indicate the need for specific format required for input of telephone and fax numbers in the Client Face Sheet.



**State of Louisiana Indicator** Used to indicate a need for special attention to specific areas of instruction on the Client Face Sheet.



**READER'S KEY** Lines of text marked with a marginal designator in the left margin do not appear in the LOCET User Manual for Nursing Facility Personnel. See pp. i and ii.

**Reader's Key** There is no corresponding section to the Nursing Facility version of this manual.

**Reader's Keys** Information which appears in the footer of each page of the User Manual. Only one of the Reader's Keys will appear on any page of the manual, depending upon whether there is a corresponding section in the Nursing Facility LOCET Manual.

## Louisiana DHH Regions



*This is repeated from manual section 3.4.*

(Find the parish in which the applicant resides on the table below; note the designated DHH Region that corresponds with the parish in “B.2. of Client Face Sheet.)

| <b>Parish</b>    | <b>DHH Region</b> | <b>Parish</b>   | <b>DHH Region</b> | <b>Parish</b>        | <b>DHH Region</b> |
|------------------|-------------------|-----------------|-------------------|----------------------|-------------------|
| Acadia           | 4                 | Iberia          | 4                 | St. Charles          | 3                 |
| Allen            | 5                 | Iberville       | 2                 | St. Helena           | 9                 |
| Ascension        | 2                 | Jackson         | 8                 | St. James            | 3                 |
| Assumption       | 3                 | Jefferson Davis | 5                 | St. John the Baptist | 3                 |
| Avoyelles        | 6                 | Jefferson       | 1                 | St. Landry           | 4                 |
| Beauregard       | 5                 | Lafayette       | 4                 | St. Martin           | 4                 |
| Bienville        | 7                 | Lafourche       | 3                 | St. Mary             | 3                 |
| Bossier          | 7                 | LaSalle         | 6                 | St. Tammany          | 9                 |
| Caddo            | 7                 | Lincoln         | 8                 | Tangipahoa           | 9                 |
| Calcasieu        | 5                 | Livingston      | 9                 | Tensas               | 8                 |
| Caldwell         | 8                 | Madison         | 8                 | Terrebonne           | 3                 |
| Cameron          | 5                 | Morehouse       | 8                 | Union                | 8                 |
| Catahoula        | 6                 | Natchitoches    | 7                 | Vermilion            | 4                 |
| Claiborne        | 7                 | Orleans         | 1                 | Vernon               | 6                 |
| Concordia        | 6                 | Ouachita        | 8                 | Washington           | 9                 |
| DeSoto           | 7                 | Plaquemines     | 1                 | Webster              | 7                 |
| East Baton Rouge | 2                 | Pointe Coupee   | 2                 | West Baton Rouge     | 2                 |
| East Carroll     | 8                 | Rapides         | 6                 | West Carroll         | 8                 |
| East Feliciana   | 2                 | Red River       | 7                 | West Feliciana       | 2                 |
| Evangeline       | 4                 | Richland        | 8                 | Winn                 | 6                 |
| Franklin         | 8                 | Sabine          | 7                 |                      |                   |
| Grant            | 6                 | St. Bernard     | 1                 |                      |                   |

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# Master Document Map

## Part 1

Note to Users of this Manual

Glossary

## Part 2

### 2.0 Purpose of LOCET User Manual

#### 2.1 General Information about LOCET

#### 2.2 The Role of the Intake Analyst

##### 2.2.1 Intake Analyst Requirements

##### 2.2.2 Interviewing Techniques

###### 2.2.2.1 Avoid Leading Questions

###### 2.2.2.2 Use Best Judgment

#### 2.3 General Process for Nursing Facility Applicants

#### 2.4 General Process for Community-Based Applicants

#### 2.5 Imminent Risk of Nursing Facility Admission Determination is Needed in Some Cases

### PATHWAYS 3, 4 and 5 Acute or Unstable Medical or Rehabilitative Conditions

### OAAS-Designated Reviewer's Instructions for System Input of Pathway 3, 4, 5 Decision

#### Section E. PATHWAY 3 Physician Involvement

##### E.14A. Physician visits

##### E.14B. Physician Orders

#### Pathway 3 Criteria for Approval

#### Section F. PATHWAY 4 Treatments and Conditions

##### F.15A Treatments and Conditions – Coding Definitions

Item a Stage 3-4 Pressure Sores

Item b IV (Parenteral) Feedings

Item c Intravenous Medications

Item e Pneumonia within the last 14 days

Item f Daily Respiratory Therapy

Item g Daily Insulin with two order changes in the last 14 days

Item h Peritoneal or Hemodialysis

##### F.15B Neurological Conditions – Coding Definitions

Item a Alzheimer's disease

Item b Dementia other than Alzheimer's

Item c Head trauma

Item d Multiple Sclerosis

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## **Pathway 4 Criteria for Approval**

### **Section G. PATHWAY 5 Skilled Rehabilitation Therapies**

**Speech Therapy**

**Occupational Therapy**

**Physical Therapy**

## **Pathway 5 Criteria for Approval**

## **Part 3**

### **3.0. The Client Face Sheet**

#### **3.1. General Information about the Client Face Sheet**

##### **3.1.1. Updating the Client Face Sheet**

#### **3.2. Completion of the Client Face Sheet for a new applicant**

##### **3.2.1. Section A Name and ID Numbers**

**Special Note Regarding PACE Applicants**

##### **3.2.2. Section B Assign Organizational Levels Responsible for Client**

##### **3.2.3. Section C Personal Information**

##### **3.2.4. Section D Goals / Referral Items (Complete at Intake Only)**

##### **3.2.5. Section E Contact Information**

##### **3.2.6. Client Face Sheet Notebook Entries**

#### **3.3. Auto population from Client Face Sheet to LOCET and MDS-HC**

##### **3.3.1. Client Face Sheet Section A**

##### **3.3.2. Client Face Sheet Section B**

##### **3.3.3. Client Face Sheet Section C**

##### **3.3.4. Client Face Sheet Section D**

##### **3.3.5. Client Face Sheet Section E**

#### **3.4. Louisiana DHH Regions**

#### **3.5 System Notebook**

## **Part 4**

### **4.0 Completing the LOCET**

#### **4.1 Section A. Setting the Stage**

#### **4.2 Special Note on Auto Population of Sections AA, CC and DD of LOCET**

#### **4.3 Instructions for Requesting Deletion of a LOCET**

#### **4.4 Section AA. Identification Information**

#### **4.5 Section BB. Evacuee Determination**

#### **4.6 Section CC. Personal Representative Information**

#### **4.7 Section DD. Items 1 – 3, Primary Physician Identification**

#### **4.8 Section EE. Initial Call and LOCET Type**

##### **4.8.1 Item 1**

##### **4.8.2 Item 2**

##### **4.8.2.1 Military Time**

##### **4.8.3 Item 3**

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**4.9 Section FF. Program Choice**

**4.10 Section GG. Diagnoses and ICD-9 Codes**

Item GG.a

Item GG.b

**4.10.1 Accessing the Diagnosis Codes**

**4.11 Section B. Items/information to collect at beginning of interview process**

**4.11.1 Item B.4 Relationship of Informant to Applicant**

**4.11.2 Item B.5 Informant's information sources**

**4.11.3 Item B.6 Time since last direct observation**

**4.11.4 Item B.7 Current location of applicant**

**4.11.5 Item B.8 Applicant's housing condition**

**4.11.6 Item B.9 Nursing home residence of applicant**

**4.11.7 Item B.10 Applicant's informal caregiver**

**4.11.7.1 Informal Caregiver Defined**

**4.11.7.2 Active Caregiver Defined by Caregiver Drilldown**

**4.11.7.3 Caregiver Drilldown for HCBS Applicants**

**4.11.7.3.1 Schematic of Decision Tree for Determination of Active Caregiver  
– HCBS Applicant**

**4.11.7.4 Caregiver Drilldown for Nursing Facility Applicants**

**4.11.8 Item B.10A Caregiver's Date of Birth**

**4.11.9 Item 10B Caregiver's Age**

**4.11.10 Item B.10C Caregiver Disability**

**4.11.11 Item B.11A Memory Exercise**

## **PART 5**

### **The Pathways**

#### **Section C. PATHWAY 1 Activities of Daily Living**

**~~ Guidelines for ADL Performance ~~**

#### **CODING EXAMPLES**

##### **Careful Questioning Required**

**C.12A. Locomotion**

**C.12B. Eating**

**C.12C. Transfer**

**C.12D. Bed Mobility**

**C.12E. Toilet Use**

**C.12F. Dressing**

**C.12G. Personal Hygiene**

**C.12H. Bathing**

##### **Alternate Pathway 1 questions**

**Alt C12A. Locomotion**

**Alt C12B. Eating**

**Alt C12C. Transferring**

**Alt C12D. Bed Mobility**

**Alt C12E. Toileting**

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Alt C12F. Dressing

Alt C12G. Bathing

**Remaining Pathway 1 Items**

C.12I. Bladder Continence

C.12J. Medication Management

C.12K.a. Meal Preparation

C.12K.b. Shopping

C.12L. Going out of the home

C.12M. Activity of Daily Living Self-Performance Change

**Section D. PATHWAY 2 Cognitive Performance**

D.13A. Short Term Memory

D.13B. Memory Exercise Question

D.13C. Cognitive Skills for Daily Decision Making

D.13D. Making Self Understood

D.13E. Change in Mental Functioning in Last Seven Days

## **Part 6**

**PATHWAYS 3, 4 and 5 Acute or Unstable Medical or Rehabilitative Conditions**

**OAAS-Designated Reviewer's Instructions for System Input of Pathway 3,4,5 Decision**

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## **Part 7**

### **Section H. PATHWAY 6 Behavior**

- H.17A. Wandering Behavior**
- H.17B. Verbally Abusive Behavior**
- H.17C. Physically Abusive Behavior**
- H.17D. Socially Inappropriate/Disruptive Behavior**
- H.17E. Mental Health Problems or Conditions**
  - Delusions (Definition)**
  - H.17E.a. Delusions**
  - Hallucinations (Definition)**
  - H.17E.b. Hallucinations**

### **Section I. PATHWAY 7 Service Dependency**

- 7.0. Imminent Risk of Nursing Facility Placement**
  - Viewing the Imminent Risk determination in the LOCET Software**
- 7.1. Imminent Risk -- Part One**
  - 7.1.1. Imminent Risk, Part One Nursing Facility Residence**
  - 7.1.2. Imminent Risk, Part One Caregiver Status Requires Verification**
  - 7.1.3. Imminent Risk, Part One Three of Eight Institutional Risk Items Required**
- 7.2 Imminent Risk -- Part Two**
  - 7.2.1. Medical Deterioration Risk Determination and Input**

## **Part 8**

### **Section J. SIGNATURES AND COMPLETION DATES**

- J.19A. How many minutes did this contact and interview take?**
  - Special notes on use of signatures and dates in J.19B. and J.19C. in LOCET**
  - Use of J.19B. and J.19C. for HCBS LOCETs**
    - Special Notes regarding Interrupted LOCET Telephone Interviews**
- J.19D. Signature of Approval by Override – Date**
- J.19E. Signature of Reviewer – Accepted – Date**
- J.19F.11 Signature of Reviewer – Rejected – Date**
- J.19G. Event Log**
  - Item 1. Date Form (SMS) sent to applicant**
  - Item 2. Date Form (SMS) received from applicant**
  - Item 3. Date of Audit Review Completion**
  - Item 5. Date Completed Packet Received.**
  - Item 6. Date of Appeal request received**
  - Item 7. Date Appeal Decision received**
  - Item 8. Date Level II PASARR screening requested**
  - Item 9. Date Level II PASARR screening completed**
  - Item 10. Date Program Choice Approval sent to applicant**
  - Item 12. Date call ended due to uninformed caller**
  - Item 14 Effective Date of Service**
- Item J19.H or J9.I.**

## **Part 9**

### **9.0 Section K. LOCET Indicator Codes**

- 9.0.1 Accessing the LOCET Indicator Codes
- 9.0.2. Selecting a LOCET Indicator Code
- 9.0.3. Correcting a LOCET Indicator Code already selected
- 9.0.4. Untimely Caregiver Verification Review
- 9.0.5. Medical Deterioration Review Input (Part Two Imminent Risk review)
- 9.0.6. No LOCET Indicator Code Applies
- 9.0.7. Code 98 “Check notebook for code situation.”
  - 9.0.7.1. Users cannot select Code 98
  - 9.0.7.2. Do not erase code 98
- 9.0.8. Every LOCET should have a LOCET Indicator Code

### **9.1. NOTEBOOK**

## **Part 10**

### **10.0 Image Attachment, Viewing and Printing**

- 10.1 Formats of Documents
- 10.2 Accessing .tif and .jpg formats from a scanner / fax machine
- 10.3 Retrieving the formatted document
- 10.4 Saving the .tif document
- 10.5 Locating the electronic file where the document will go
- 10.6 Attaching the document
- 10.6 Viewing an Attached Image in the system
- 10.7 Deleting an Image

## **APPENDIX A**

Nursing Facility Instructions for Client Face Sheet

## **APPENDIX B**

### **Quick Reference Tables**

- Quick Reference Guide for LOCET Item K
- Tricky Situations Quick Reference Chart
- Caregiver Drilldown Questions
- Louisiana DHH Regions

## **APPENDIX C**

Good Interview Techniques for LOCET Intake Analysts

## **APPENDIX D**

### **Diagnosis Coding in the Software System**

- Several Common Conditions and their Diagnosis Codes
- Hints on Locating Diagnosis Codes in the Software System

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